

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.02.00
SUBJECT: CRIMINAL INTELLIGENCE
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2000, 2001, 2002, 2003, 2004

1. PURPOSE. To provide standards, policies, and procedures for the operation of the Criminal Intelligence Unit, within the Beaverton Police Department, Beaverton, Oregon.
2. POLICY. It is the policy of the Beaverton Police Department to lawfully collect intelligence information on criminal matters and properly store and disseminate that information as a means to better protect the community we serve and to assist the law enforcement community in a cooperative effort to reduce crime.
3. RELATED AUTHORITIES. The Beaverton Police Department Criminal Intelligence Unit has adopted guidelines in conformity with the Oregon Administrative Rules adopted by the Oregon Department of Justice. (See O.A.R. 137-90-000 to 137-90-220).
 - A. Oregon Revised Statutes 181.575.
 - B. Oregon Public Records Law (See O.R.S. 192. 410 to 192.505).
 - C. Oregon Revised Statutes 357.805 to 357. 895 (State Archivist).
4. CRIMINAL INTELLIGENCE UNIT MISSION. The mission of the Criminal Intelligence Unit is to provide the Beaverton Police Department with a criminal information base and analysis in order to protect the public and reduce criminal activity.
5. INTELLIGENCE ACTIVITIES. The Criminal Intelligence Unit's function will include the following:
 - A. The collection of raw information consistent with the Intelligence Unit's Mission Statement.
 - B. Evaluations for mission and crime relationships, accuracy, sources and content validity, and security.

- C. Collation to merge, index and cross reference incoming new material with existing materials.
- D. Analysis to develop an operational or strategic prognosis of future criminal events and directed strategies for prevention.
- E. Dissemination of information to authorized persons for their action based on their right-to-know, need-to-know, and the Beaverton Police Department's authority to release the information.
- F. Re-evaluation of disseminated information to determine the value of past efforts, the accuracy of the information, and the results of the recommendations made and their impact upon the crime target.

6. COLLECTION OF INTELLIGENCE INFORMATION.

- A. Any member of the department may collect information. Collection involves initial gathering of intelligence and collection of raw information. Initial collection of information is not considered intelligence. The data produced as a result of collection, evaluation, collation and analysis is considered intelligence.
- B. No employee of this department will engage in any illegal activity in collecting intelligence information, nor will any member employ or direct another to engage in the collection of intelligence information through illegal means.

7. PUBLIC ACCESS

- A. The Criminal Intelligence Unit will comply with the Oregon Public Records Law in responding to requests by the members of the public for file information to the extent that the law allows and to the degree the materials requested are not classified according to defined restrictions on dissemination.
- B. The Criminal Intelligence Unit will comply with the "Third Agency Rule" which is explained as follows:

Reports and other investigative material and information received by the Criminal Intelligence Unit shall remain the property of the originating agency, but may, subject to consideration of official need, be retained by the Criminal Intelligence Unit. Such reports and other investigative material and information shall be maintained in confidence, and no access shall be given thereto except, with the consent of the investigative agency concerned, to other departments and agencies on right-to-know, need-to-know basis. This policy applies to individuals, groups or organizations

requesting specified records or material under the Freedom of Information Act or Oregon Public Records Law.

- C. The originating agency shall determine whether the investigative report, material, or other information may be released to the requester, or whether the requester should be referred to that agency for disposition of the case. In any case, the Criminal Intelligence Unit shall not contest the decision by the originating agency.
8. DEFINITION: CRIMINAL INTELLIGENCE FILES. A Criminal Intelligence file consists of stored information of the activities and associations of:
- A. INDIVIDUALS WHO:
 - 1. Based upon reasonable grounds are suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, or commission of criminal acts; or
 - 2. Based upon reasonable grounds are suspected of being or having been involved in criminal activities with known suspected crime figures.
 - B. ORGANIZATIONS, BUSINESSES, AND GROUPS WHICH:
 - 1. Based upon reasonable grounds are suspected of being or having been involved in the actual or attempted planning, organizing, threatening, financing, or commission of criminal acts; or
 - 2. Based upon reasonable grounds are suspected of being or having been illegally operated, controlled, financed or infiltrated by known or suspected crime figures.
- (Refer O.R.S. 181.575)

9. FILE CONTENT

- A. Only information meeting the Beaverton Police Department's Criminal Intelligence Unit's criteria for file input will be stored in the Criminal Intelligence files. No information will be collected or maintained about the political, racial or social views, associations or activities of any individual, group, association, organization, corporation, business or partnership unless such information directly relates to an investigation of criminal activities and there is reasonable grounds to suspect the subject of the information is, or maybe, involved in criminal conduct.
- (Refer O.R.S. 181.575)

- B. Individuals and/or organizations reasonably suspected to be victims of criminal activity may be included into the Beaverton Police Department's files to facilitate investigations of ongoing criminal conduct.
 - C. As used in these rules, "reasonable grounds" and "reasonable suspicion" are synonymous. Reasonable suspicion is that level of belief that would lead a prudent person to reach a conclusion regarding a person, organization, or event. Reasonable suspicion is less than probable cause and more than mere suspicion.
 - D. Criminal history record information (I.E., PPDS, CCH, and DMV) will be excluded from the Criminal Intelligence files.
10. FILE CATEGORIES. All information to be retained in the Criminal Intelligence files must meet the stated guidelines for file definition and content. Information will only be retained in one of three (3) file categories set forth below:
- A. PERMANENT FILE
 - 1. This file includes individuals, groups, businesses and organizations, which have been positively identified by one or more distinguishing characteristic(s) in criminal involvement.
 - 2. Retention:

The retention period is five (5) years after which the information will be evaluated for its file acceptability.
 - B. TEMPORARY FILE
 - 1. The temporary file includes individuals, groups, businesses, and organizations, which have *not* been positively identified by one or more distinguishing characteristics, or whose criminal involvement is questionable.
 - 2. Individuals, groups, and organizations are given a temporary file status *only* in the following situations:
 - a) The subject is unidentifiable because there are no physical descriptors, identification numbers, or distinguishing characteristics available; and
 - b) The subject's involvement in criminal or gang activities is questionable; and

- c) The subject has a history of criminal or gang conduct, and the circumstances afford him an opportunity to again become active; and/or
- d) The reliability or the information source and/or the validity of the information content cannot be determined at the time of receipt; and
- e) The information appears to be significant and merits temporary storage.

3. Retention:

The retention period is one (1) year during which time effort is made to secure additional data verification. If the information still remains in the temporary file at the end of one (1) year with no update information added, and no information is available, the information is purged and destroyed.

C. WORKING FILE

- 1. The working file is the receiving phase of newly acquired raw data. The Criminal Intelligence Unit staff will review the new materials for its acceptability to the Criminal Intelligence Unit's criminal intelligence system.
- 2. Retention Period: The retention period is thirty (30) working days, during which effort is made to determine the value of the raw data and its acceptability to the Criminal Intelligence Unit's criminal intelligence system.

D. PHOTOGRAPHS OR IMAGES RECORDED

- 1. Still photographs or images recorded on videotape will be treated as an intelligence file and kept in accordance to the above listed guidelines.

11. INFORMATION INPUT. Information to be stored in the Criminal Intelligence Unit's criminal intelligence file must first undergo a review for relevancy and an evaluation for source reliability and information validity prior to filing.

A. Relevancy Review:

Incoming information is reviewed by the Criminal Intelligence Unit Investigators to determine its relevancy to the Criminal Intelligence Unit's mission.

B. Source Reliability:

The term “source reliability” relates to the individual, group, or organization providing the information to the Criminal Intelligence Unit. Source reliability will be determined according to the criteria set forth in Table I.

C. Information Validity:

The term, information, relates to written, oral, and/or pictorial materials provided to the Criminal Intelligence Unit by the individual, group, or organization. Information validity will be determined according to the criteria set forth in Table 2.

TABLE 1

Source Reliability

Class	Level	Description
A	Reliable	Source’s reliability is unquestioned or has been well tested in the past.
B	Usually Reliable	Source’s reliability can usually be relied upon as factual. The majority of past information provided has proven to be reliable.
C	Unreliable	Source’s reliability cannot be relied upon as factual or is sporadic at best.
D	Unknown	Source’s reliability cannot be judged. Source’s trustworthiness has not been determined by either experience or investigation.

TABLE 2

Information Validity

Class	Level	Description
1	Confirmed	The information has been corroborated.
2	Probable	The information is consistent with past accounts.
3	Doubtful	The information is inconsistent with past accounts.
4	Cannot be judged	The information cannot be evaluated.

12. INFORMATION CLASSIFICATION

A. General: In order to protect sources, investigations and individual rights to privacy, information retained in the Criminal Intelligence Unit's criminal intelligence file is classified to indicate the degree to which it must be kept secure. Many documents received by the Criminal Intelligence Unit have classifications assigned to them by the senders. In such cases, Criminal Intelligence Unit personnel must take care to review and to assign levels of security classification not below that given by senders. The classification of criminal intelligence information is subject to continual change. The passage of time, the conclusion of investigations, and other factors may affect the security classification assigned to particular documents. Documents within the intelligence files should be reviewed on an ongoing basis to ascertain whether a higher or lesser degree of document security is required and to ensure that information is released only when and if appropriate.

B. Classification: Criminal Intelligence information is classified according to the following system:

1. Sensitive:

a) The classification, sensitive, is assigned by the Criminal Intelligence Unit Supervisor or Criminal Intelligence Investigator and is given only to documents that relate to:

(i) Information pertaining to significant law enforcement cases currently under investigation.

- (ii) Public Corruption.
 - (iii) Informant identification information.
 - (iv) Criminal intelligence reports which require strict dissemination and release criteria.
 - (v) Documents, which have been, designated sensitive by another law enforcement agency.
- b) A document bearing the classification of sensitive cannot be disseminated without the approval of the Criminal Intelligence Unit Supervisor or the Chief of Police.

2. Confidential:

- a) The classification, confidential, is assigned by the Criminal Intelligence Unit Supervisor or the Criminal Intelligence Investigator and is given to the following documents:
- (i) Criminal Intelligence reports, which are not designated as sensitive.
 - (ii) Information obtained through intelligence unit channels which is not classified sensitive and is for law enforcement intelligence use only.
 - (iii) Documents which describe ongoing investigatory projects and open investigations.
 - (iv) Documents, which describe law enforcement strategies and techniques.
 - (v) Documents which have been designated confidential by another law enforcement agency.
- b) A document bearing the classification confidential can be released with the approval of the Criminal Intelligence Unit Supervisor or the Criminal Intelligence Unit Investigator.

3. Restricted:

- a) The classification, restricted, is assigned by the Criminal Intelligence Unit Supervisor or the Criminal Intelligence Unit Investigator and is given to documents of general use in the Criminal Intelligence Unit such as reports that at an

earlier date were classified sensitive or confidential and the need for high level security no longer exists or non-confidential information prepared for/by law enforcement agencies.

- b) A document bearing the classification confidential can be released for general law enforcement use with the approval of the Criminal Intelligence Unit Supervisor or the Criminal Intelligence Unit Investigator.

3. Unclassified

- a) The classification, unclassified, is assigned by the Criminal Intelligence Unit Supervisor or the Criminal Intelligence Unit Investigator and is used to identify documents of a public nature. Examples of unclassified materials include, non-news related information to which, in its original form, the general public had direct access (i.e., birth and death certificates, corporation papers, etc.) and news media information such as newspapers, magazine and periodical clippings dealing with specified criminal categories.

4. Classification Hand Stamp:

- a) The hand stamp shown in Table 3 is the approved classification marking device. Any document intended for storage in the Criminal Intelligence Unit's files must bear this hand stamp or have the appropriate level of classification stated on the document in some other manner, hand written or typed.

TABLE 3

Classification Hand Stamp
Classification

0	Sensitive
0	Confidential
0	Restricted
0	Unclassified

13. INFORMATION CONTRIBUTIONS. To the extent possible, all criminal intelligence maintained in Criminal Intelligence files must display the names and phone numbers of persons and agencies providing the information. When a contributor requests anonymity, the contributor information will be retained by the Criminal Intelligence Unit Supervisor. When a contributor's name identification is difficult to obtain, it will suffice to describe the contributor in general terms. All information obtained from the public domain will be identified by document name, date and page number. In addition to identifying the source, the manner in which the source obtained the information will be described.

14. QUALITY CONTROL. Information stored in the Criminal Intelligence file will undergo a review by the Criminal Intelligence Supervisor, for compliance with the law and with the standards, policies, and procedures of these rules before its entry into the file.

15. DISSEMINATION. Criminal intelligence information is provided to the Criminal Intelligence Unit personnel and to personnel of criminal justice agencies only on a right-to-know authority and need-to-know responsibility.

A. Definitions:

1. Right-to-know: Requester agency has official capacity and statutory authority to the information being requested.
2. Need-to-know: Requested information is pertinent and necessary to the requester agency in initiating, furthering, or completing an investigation.

B. Control:

1. It is the policy of the Criminal Intelligence Unit to account for date, nature and purpose of all disclosures of criminal intelligence by the Criminal Intelligence Unit. The accounting includes names, title, and agency of the person or agency to whom the disclosure is made, what was disclosed and the name of the person making the disclosure.
2. The audit form (BPD CIU Form 03 side 2) or audit tracking software program will be completed every time a document is removed from the file section. This accounting includes the sharing of information with intelligence personnel outside the Criminal Intelligence Unit.
3. It is the responsibility of the receiving Investigator, Criminal Intelligence Investigator, or other staff member, to complete the audit form prior to the document's return to file.

4. Audit forms are attached to all stored paper documents. All disclosures, oral and written are logged and the records of the disclosures are retained for the life of disclosed documents.

C. Unauthorized Access:

1. The person requesting and receiving file documents is solely responsible for their security and for their return to the file section. Any person possessing the disseminated file documents other than the original requester, except as provided in section E of this rule is deemed to have unauthorized access.

D. File Control:

1. A Criminal Intelligence file document may be removed from the file by Criminal Intelligence Unit personnel for up to ten (10) working days. Should there be a strong need to retain the document for more than ten (10) days, the possessor must request the extension either by verbal request or in writing to the Criminal Intelligence Unit Supervisor.

E. Unauthorized Dissemination:

1. No Criminal Intelligence Unit employee requesting and receiving Criminal Intelligence Unit file documents, will allow access to these documents by other individuals, except at meetings or during shared project assignments, in which the subject of the documents is being used and all the participants in these meetings and/or projects meet the dissemination criteria of this chapter.

F. Dissemination Table:

1. Table 4 sets forth the classification level, dissemination criteria and release authority for information stored in Criminal Intelligence Unit files.

TABLE 4
FILE DISSEMINATION

Classification Level	Dissemination Criteria	Release Authority
Sensitive	Restricted to law enforcement having a specific need-to-know, right-to-know.	Criminal Intelligence Unit Supervisor. (Chief, Captain, etc.)

Confidential	Same as for Sensitive	Same as Sensitive, plus Criminal Intelligence Unit Investigator.
Restricted	Same as for Sensitive	Same as Sensitive, plus Criminal Intelligence Unit Investigator.
Unclassified	Not restricted	Same as Sensitive, plus Criminal Intelligence Unit Investigator.

16. SECURITY. Because security and protection of the materials in the criminal intelligence file is of utmost importance, the following procedures shall be observed:

A. Policy:

1. All Criminal Intelligence Unit employees shall be thoroughly familiar with access and dissemination policies of these rules.

B. Access:

1. Direct access to the Criminal Intelligence Unit's criminal intelligence files is limited to Criminal Intelligence Unit Investigators and the Criminal Intelligence Unit Supervisor.

17. FILE REVIEW AND INSPECTION

A. Review Authority:

All information in the criminal intelligence file is subject to review at any time by the Criminal Intelligence Unit Supervisor.

B. Criminal Intelligence Unit Supervisor Document Review.

By July 1 of each year, the Criminal Intelligence Unit Supervisor shall review a representative, random sample of the materials in the file to determine the need for document classification change in accordance with these rules.

C. Criminal Intelligence Unit Supervisor Operational Inspection. By July 1 of each year, the Criminal Intelligence Unit Supervisor will inspect all aspects of the intelligence file operation. This inspection shall include, but not limited to, the following:

1. Parameters of review: Review these rules to insure they are in accordance with current law and accurately reflect the standards, policies and procedures of the Beaverton Police Department's

Criminal Intelligence Unit. Check recently submitted documents to insure they meet Criminal Intelligence Unit criteria. Review indexing for compliance with established Criminal Intelligence Unit procedures. Check completed source documents for accuracy – AKA's, monikers, categories, sequence numbers, and other requirements. Review the audit forms/audit program to ensure they are properly maintained and completed appropriately.

2. Review Procedures: The Criminal Intelligence Unit staff shall select at random five (5) source documents from each major category. Staff will review these documents to ensure that all materials meet file criteria. The out cards will be examined to ascertain that no file document is out of file for longer than the time prescribed by these rules. Staff will ensure that purge forms/purge tracking program is in place and complete. Staff will study all materials not meeting the criteria and will take immediate corrective action.
3. Criminal Intelligence Unit Supervisor's Report: The Criminal Intelligence Unit Supervisor shall compose a written report of the findings of this review and shall submit the report to the Chief of Police. The report will describe the general condition of the files and any corrective measures taken.

18. PURGING. All information in the Criminal Intelligence Unit file is eventually removed and destroyed. Its removal and destruction is in accordance with the following purge and destruction criteria.

- A. Purging Constraints: All file material selected for purging and destruction will only be removed and destroyed when it meets the requirements of these rules.
- B. Purge Criteria: Information is only purged when it is:
 1. No longer useful;
 2. No longer relevant;
 3. Invalid;
 4. Inaccurate;
 5. Outdated;
 6. Unverifiable; or

7. Inconsistent with Criminal Intelligence Unit Mission.

C. Purging Process: The first step for determining which documents in file require purging begins with their selection according to purge criteria as described in Section B of this rule.

D. Process for Retention: When the Criminal Intelligence Investigator wishes to retain information, which has been recommended for purge, the investigator must substantiate his/her reasons for retention to the Criminal Intelligence Unit Supervisor. In matters of great exception, the Chief of Police will make the final decision.

E. Retention Period: Any information ordered retained will be placed in the permanent section of the Criminal Intelligence files for a new retention period of five (5) years from date of re-entry.

19. DESTRUCTION. Material purged from the Criminal Intelligence file shall be destroyed under the supervision of the Criminal Intelligence Unit Supervisor or returned to the contributing agency, if other than the Beaverton Police Department. Destruction will be accomplished by shredding and/or deleting from computer files consistent with the statutes relating to destruction of public records.

20. FILE INTEGRITY OFFICER. The Criminal Intelligence Unit Supervisor will be the Criminal Intelligence Unit's file Integrity Officer. In this capacity, the Criminal Intelligence Unit Supervisor is responsible for the contents of all intelligence files in the Criminal Intelligence Unit and for their compliance to these rules.

21. FILE ROOM REQUIREMENTS

A. Supervision. The Criminal Intelligence Unit's computer files, file cabinet and file room door are to be locked when a Criminal Intelligence Unit staff member is not present.

B. Entry Key/Password. Keys/Passwords for computer files, file cabinet and file room entry are issued by the Criminal Intelligence Unit Supervisor. Keys/Passwords are issued to named individuals only and are not to be loaned to persons not authorized to possess them unless prior approval is received from the Criminal Intelligence Unit Supervisor. Only assigned Criminal Intelligence Unit personnel are authorized to possess keys/passwords.

22. FILE INDEX NUMBER SYSTEM

A. The file index number is a unique number assigned to any file, which is listed as a permanent file (5 years), or a temporary file (1-year). In the case of a paper file the file index number will be a Beaverton Police Department approved case number. The file index number will start with the year the number was

assigned followed by a sequential number assigned by Beaverton Police Department Criminal Intelligence Unit personnel, IE: 98-0001, 98-0002 etc.

The file index number will be a sequential number assigned by the computer software program in the case of a file, which is electronically stored.

B. In no situation will the File Index Number refer to any individual, group, association, organization, corporation, business or partnership for purposes of the purging requirements.

23. FORMS. The Criminal Intelligence Unit will only use forms and/or computer software program(s) developed, tested and approved for use by these rules. Only the forms and/or computer software described below are authorized for use in the Criminal Intelligence Unit file system. These forms and/or computer software program(s) are subject to review and modification by the Criminal Intelligence Unit Supervisor at any time. The computer software program authorized for use in the Criminal Intelligence Unit is File Magic with Access Monitor. The File Magic with Access Monitor software program can replace the following forms for intelligence files that are stored electronically:

- i) Criminal Intelligence Report
- ii) Out Card
- iii) Cover Sheet
- iv) Audit Form
- v) Document Retrieval Form
- vi) Purged/Destroyed Form
- vii) Document Sequence Log.

In the event that File Magic with Access Monitor software program is no longer utilized and a suitable software program is not found, a paper file system would be used. In this situation only the following forms would be authorized for use in the Criminal Intelligence Unit.

A. CRIMINAL INTELLIGENCE REPORT (BPD CIU Form 01, side 1 and 2)

1. The Criminal Intelligence Report form is the Criminal Intelligence Unit's standard collection document pertaining to criminal intelligence. It is designed to provide both collection and a more

efficient way to analyze and disseminate what the Criminal Intelligence Unit handles in the way of information.

2. The Criminal Intelligence Report is used by Criminal Intelligence Unit Investigators and Criminal Intelligence Unit staff as they collect criminal information in person, by mail, phone, and through access to public and controlled information.
3. The Criminal Intelligence Report is designed to collect information on one event only. It should never be used to report on several events at the same time, such as, a stakeout observation combined with information about a later meeting in which the stakeout findings were discussed.
4. As a guide for use of the Criminal Intelligence Report, the following applies:
 - a. Record one event per Criminal Intelligence Report.
 - b. State and evaluate sources and reliability of sources.
 - c. Forward the Criminal Intelligence Report promptly to the Criminal Intelligence Unit.

B. OUT CARD (BPD CIU Form 02)

1. The out card is a document designed to replace source materials, which have been removed from the file. Its primary purpose is to note the location of the removed file material and to identify who acquired the information and on what date.
2. Out card use is the responsibility of all Criminal Intelligence Unit personnel. They not only complete the card when file material has been removed but they also use the card during daily quality control inspections when searching the file for missing documents and overdue "returns".
 - a. Control:

A criminal intelligence file document may be removed from the file by Criminal Intelligence Unit personnel for up to ten (10) working days. The starting date of the ten-day period is noted on the OUT card. When the ten days is passed and the source document has not been returned to the file, a memo from the Criminal Intelligence Unit Supervisor is generated to the possessor of the document.

Should there be a strong need to retain the document for more than ten days, the possessor must request the extension verbally or in writing to the Criminal Intelligence Unit Supervisor.

C. COVER SHEET (BPD CIU Form 03, side 1)

1. The cover sheet is the Criminal Intelligence Unit's file jacket for all individual file documents. Attached beneath this jacket are newspaper clippings, intelligence reports, investigative documents, and all other materials maintained by the file section. The cover sheet is the initial responsibility of personnel who desire a particular item of information to be filed. Each individual document stored in the central file has its own cover sheet.
2. The face of the cover sheet displays key information for the later processing of the attached item of information. The information on its face includes: index numbers; identification of its maker; source and content ratings; level of classification; sources; synopsis; and quality control signatures. The back of the cover sheet contains the audit form.

D. AUDIT FORM (BPD CIU Form 03, side 2). The backside of the cover sheet contains the audit form. The audit form records all activity regarding the perusal and/or use of the attached item of information. Every time a filed item of information is removed from the file for review purposes, the audit form is filled out to record the following:

Date:	The date of removal from the file.
Agency/Individual:	To whom the item of information was released.
Purpose:	A brief statement as to how the item of information is to be used.
Information:	The page number and the paragraph(s) that were utilized.
Staff:	The Criminal Intelligence Unit staff member who made the release.

E. DOCUMENT RETRIEVAL FORM (BPD CIU Form 04)

1. Routine Request: This is the normal request form personnel use when they wish items of information from the Criminal

Intelligence Unit files. It is completed first by the requesting Investigator or staff and then routed directly to the Criminal Intelligence Unit Supervisor. The Criminal Intelligence Supervisor retrieves the documents and routes them to the requestor.

2. Expedite Request: Should the requestor require expeditious handling, the requestor must secure the initials and time notation from the requestor's supervisor. Upon a supervisor's special request, the document retrieval will receive priority handling.
3. Control: The Document Retrieval Form is also used to monitor items of information that have been released to unit personnel. It serves as additional proof of the location of items and how long they have been out of file. The used forms are studied later by the Criminal Intelligence Unit Supervisor to evaluate the use of the supervisor's usage of priority service requests.

F. PURGED and DESTROYED FORM (BPD CIU Form 05)

1. It is the policy of the Beaverton Police Department that all items of information contained in the Criminal Intelligence Unit files will one day be purged and destroyed. Purging is an ongoing effort, thus creating daily voids of items of information in the file. The "Purged and Destroyed" form is designed to replace documents so that all voids are accounted for.
2. When an item of information has been identified as possibly meeting purge and destroy criteria, it is removed from the file and attached to the "Purged and Destroyed" form. The item is then routed to the Criminal Intelligence Unit Supervisor for initial review and decision. The Criminal Intelligence Unit Supervisor reviews the item of information and makes the decision regarding its retention or destruction.
3. Once approved for destruction, Criminal Intelligence Unit staff will separate the item of information from the "Purged and Destroyed" form and delete all evidence of the persons organizations, and groups that might have been named in the item. When the files are clear of the purged document, the "Purged and Destroyed" form is inserted in the place of the removed item of information.
4. Control: This form insures that document voids in the files due to purging and destruction is properly identified. As a control, the form collects two or more initials and dates which further proves

that the decision to remove and destroy was made based on need, relevancy, and/or for some other bona fide reason.

- G. DOCUMENT SEQUENCE LOG (BPD CIU Form 06). This form is used to record the entry of each document into the Criminal Intelligence Unit files. It is always the top document in the file and is completed by the Criminal Intelligence Unit Supervisor or Criminal Intelligence Unit Investigator when the document is put in the file.

24. STATEMENT OF UNDERSTANDING. All Beaverton Police Department personnel who are assigned to the Criminal Intelligence Unit shall make it their responsibility to read and fully understand these rules.

Chief of Police

Date